

# EVALUATION FORM

**Applicant:** \_\_\_\_\_

## EVALUATION

Rate the Applicant as follows:

1 = Strongly disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly agree NA = Not applicable

### **Work habits and attitudes**

1. Exhibits enthusiasm; is a self-motivator who is willing to take on more responsibilities.
2. Dresses appropriately.
3. Cares for other people's property; keeps workspace safe and clean.
4. Follows the rules and regulations of the organization.
5. Is reliable (attendance and punctuality); immediately notifies supervisor of changes to work schedule.
6. Is responsive and courteous when dealing with others; projects a courteous manner.
7. Holds self accountable for assigned responsibilities; sees tasks through completion.
8. Accepts constructive criticism.


*Comments:* \_\_\_\_\_

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### **Teamwork and productivity**

1. Prioritizes activities in accordance in order of importance.
2. Takes written notes; thinks through the process before asking questions.
3. Completes projects in a timely manner without requiring significant amounts of rework.
4. Works independently with minimum amount of supervision.
5. Possesses skills and knowledge to perform the job competently.
6. Provides timely updates of the project status to management.
7. Promotes innovation and team effort; adapts to necessary changes from old methods.
8. Effectively plans, organizes and efficiently handles activities.
9. Is adept at analyzing facts, problem solving and decision-making; demonstrates good judgment.
10. Communicates effectively with supervisor, peers and customers.
11. Works cooperatively with supervisor or as part of a team.


*Comments:* \_\_\_\_\_

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# EVALUATION FORM

## Leadership

1. Effectively delegates and coordinates assignments.
2. Effectually oversees others to ensure work is completed satisfactory.
3. Delegates responsibility based on ability.
4. Effectively communicates to subordinates in a cordial manner.
5. Displays fairness towards all subordinates.
6. Has the ability to take on more responsibility.


*Comments:* \_\_\_\_\_

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### **PERFORMANCE SUMMARY**

Identify all aspects of employee's performance that contribute to his/her effectiveness. Identify employee's performance that require improvement. List the employee's performance goals for next year.

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